

The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
William A. Hinton State Laboratory Institute
305 South Street, Jamaica Plain, MA 02130

DEVAL L. PATRICK
GOVERNOR

JOHN W. POLANOWICZ
SECRETARY

CHERYL BARTLETT, RN
COMMISSIONER

Tel: 617-624-6088
Fax: 617-624-5587
www.mass.gov/dph

ALL specimens sent for Ebola testing must be pre-approved by health officials.

Checklist for Collection/ Handling/ Packaging of Suspect Ebola Samples

October 23, 2014

Sample Collection and Transport to the facility clinical laboratory:

- ☐ Notify your facility's clinical laboratory director/ supervisor prior to sample collection.
- ☐ Assemble collection and transport supplies and review PPE procedures prior to room entry.
<http://www.cdc.gov/vhf/ebola/hcp/procedures-for-ppe.html>
- ☐ Wearing appropriate PPE, draw **two** (> 4 mL) purple top (EDTA) plastic tubes of blood with safety needles. Assure they are labeled.
- ☐ Disinfect tube with the approved hospital disinfectant.
- ☐ Place both tubes in ziplock plastic bag at bedside; disinfect outside of bag with hospital disinfectant.
- ☐ Place the ziplock bag in a durable, leak-proof secondary container.
- ☐ Disinfect outside of the secondary container with hospital disinfectant.
- ☐ Hand-carry secondary container to the facility laboratory and physically handoff to the laboratory.
Do NOT use the pneumatic tube or other automated transport system.

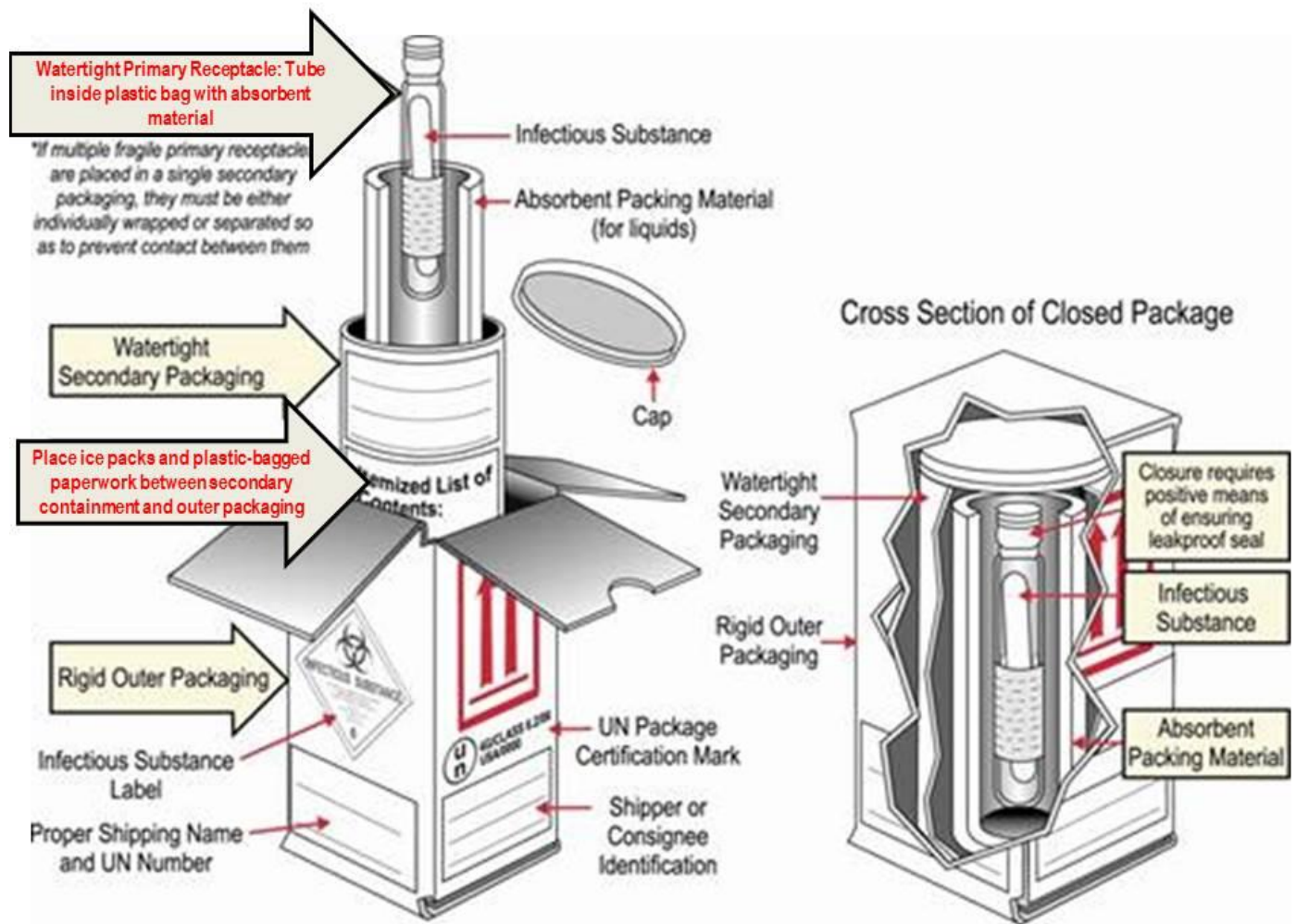
Sample Packaging for Transport to the MA Public Health Laboratory (MA PHL):

Samples must be packaged and shipped by staff trained and certified in packaging and shipping.

- ☐ Remove ziplock bag from the secondary container and disinfect the exterior surface.
- ☐ Add adsorbent material to the ziplock bag, reseal and place in the inner shipping container.
- ☐ Place the inner shipping container inside the box; add frozen ice packs and ziplock- bagged HSLI specimen submission form. Finish packaging per Div. 6.2 Packaging and Shipping Guidelines; include a completed DOT shipper's manifest form (attached). MA PHL will complete all CDC forms.
- ☐ MA PHL staff will arrange transport (24/7: 617-590-6390).

(Turn over for diagram of a triple packaging system)

Triple Packaging System



PACKAGING AND SHIPPING CERTIFICATION

Re-certification required by Dept of Transportation (DOT) -every 3 yrs; International Air Transport Association (IATA) – every 2 yrs

Initial certification requires three courses such as:

- 1) Packaging & Shipping Course are available from Association of Public Health Laboratories (APHL), MA Public Health Laboratory (courses to be announced) and Saf-T-Pak.
<http://www.saftpak.com/StpPack/ShippingEbola.aspx>
- 2) Security training (HazMat DIGIPACK CD).
<http://www.phmsa.dot.gov/staticfiles/PHMSA/Hazmat/digipak/index.html>
- 3) Annual Facility Safety training (Bloodborne pathogens).

Recertification

- 1) Packaging & Shipping training (free CDC online course)- for re-certification only
<https://cdc.train.org/DesktopModules/eLearning/CourseDetails/CourseDetailsForm.aspx?tabid=62&CourseID=1048174>
- 2) Security training (HazMat DIGIPACK CD)
<http://www.phmsa.dot.gov/staticfiles/PHMSA/Hazmat/digipak/index.html>
- 3) Annual Safety training (Bloodborne pathogens)

DOT Shipper's Manifest Form for Division 6.2 Materials (Category A/Category B)

SHIPPER'S NAME & ADDRESS: (submitting facility to complete)		
Consignee:		
Street		
City:	State:	Zip Code:

(Please circle the type of box you are shipping and list the number of boxes below:)

# Boxes	Basic Description UN #, Proper Shipping Name, Hazard Class	Total Quantity (i.e. gm or ml)
1	UN2814, Infectious substance, affecting humans (suspected category A infectious substance), 6.2	2 x 4 mL
	-or-	
1	UN3373, Biological substance, affecting humans (Category B), 6.2	2 x 4 mL

24 hr. Emergency Contact Phone (include area code):

Offeror's Name or Contract # (complete only if shipper is NOT the emergency contact) :

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

SHIPPER'S NAME :

SIGNATURE:

DATE: